

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington DC 20250

**Notice LP-1940**

**For:** FSA Offices

**Accepting Electronically Transmitted Loan and LDP Forms**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The USDA County Based Agencies (CBA), which includes FSA, NRCS, and RD, deployed the e-forms application on June 17, 2002. The e-forms application was developed to meet the requirements of the Freedom to E-File Act (the Act), Pub. L. 106-222, enacted by Congress on June 20, 2000. As required by the Act, e-forms provides customers with the option to electronically access, fill out, and print paper forms or obtain secure electronic access credentials for signing and transmitting forms and other documents that are authorized for electronic signature electronically to their local Service Center.

Several loan and LDP forms are authorized for electronic signature and can be transmitted electronically to their local Service Center. The following forms can be electronically transmitted, if the applicable producer received electronic access credentials through the Web-based Centralized Authentication and Authorization Facility (WebCAAF):

- CCC-633 Honey
- CCC-633 Mohair
- CCC-633 Pelt
- CCC-633 GR (Graze-Out)
- CCC-633 LDP
- CCC-633 WM
- CCC-666
- CCC-679
- CCC-681
- CCC-685
- CCC-697
- CCC-709
- CCC-709 PELT.

**Disposal Date**

December 1, 2003

**Distribution**

All FSA Offices; State Offices relay to County Offices

## Notice LP-1940

### 1 Overview (Continued)

#### B Purpose

This notice provides instructions to State and County Offices for accepting and processing electronically transmitted loan or LDP forms.

### 2 Electronically Transmitted Loan and LDP Forms

#### A Accepting Electronically Transmitted Loan and LDP Forms

For electronically transmitted loan and LDP forms, County Offices shall:

- print out the applicable request or application form and date-stamp when received in the County Office
- according to policies and procedures in 8-LP:
  - verify eligibility
  - approve or disapprove requested action, as applicable
  - process requested action or disburse marketing assistance loan or LDP.

#### B Electronically Transmitted Loan and LDP Applications

Loans and LDP applications transmitted electronically shall:

- be processed in the normal manner
- **not** take precedence over requests received in person at the Service Center.

LDP requests electronically transmitted to the Service Center are not e-LDP's. e-LDP's are received and processed through a separate delivery system, which allows producers to receive LDP benefits online.

**Note:** e-LDP's are limited to producers who farm in selected Beta Test County Offices, according to Notice PS-478.